

Job Announcement

Criminal Justice Act (CJA) Specialist

(Temporary / Full Time)

Classification: CL-26 / Starting Salary: \$35,040 - \$43,824
+ 13.0% Cost of Living Allowance

AN EMPLOYMENT OPPORTUNITY OPEN TO ALL QUALIFIED CANDIDATES

Announcement Number
08-04

Date Posted:
August 22, 2008

Closing Date:
September 4, 2008



**U. S. District Court
for the District
of Puerto Rico**

**Frances Ríos de Morán, Esq.
Clerk of Court
Federal Bldg. Room 150
150 Chardon Ave.
San Juan, PR 00918-1767**

Attention: Human Resources

**Carmen_Arroyo@
prd.uscourts.gov**

POSITION OVERVIEW

This position is located in the Clerk's Office of the United States District Court for the District of Puerto Rico. The purpose of this position is to provide assistance and support to the Court Unit's Administrative Manager in the Finance area. The incumbent manages the flow of all CJA vouchers and is responsible for all aspects and compliance with the Criminal Justice Act of 1964, as amended, and the policies and procedures of the Court as they relate to the Act and payment of vouchers.

REPRESENTATIVE DUTIES

A Criminal Justice Act Specialist performs the following duties: Maintain liaison with and confers with Judicial Officers, the Federal Public Defender, the courts' CJA panel attorneys, the Administrative Office, Court Reporters, and other persons and entities regarding the submission of CJA vouchers, manages the flow of vouchers and develops and implements changes to expedite processing, reviews vouchers for compliance with the Criminal Justice Act, develops procedural manuals, serves as main resource for educational programs related to the CJA Program and develops and provides appropriate training, Creates and maintains CJA panel list of all court appointed attorneys and logs all criminal cases under each appointed attorney, updates and maintains applicable reference tables, creates, updates, and processes CJA 20, 21, 24, 30, and 31 forms, receives and reviews payment vouchers; enters data into CJA Panel Attorney Payment System and other automated systems, checks court records and automated systems to verify and supply required information, generates and interprets CJA reports, maintains follow-up procedure for status of voucher approval and/or check disbursements and forwards appropriate vouchers to the Chief Judge, Court of Appeals (or delegate) for approval.

QUALIFICATIONS

To work in this Court as a Criminal Justice Act Specialist, the applicant must have a high school diploma or equivalent but **preferably** posses a Bachelor's Degree in accounting or related field from an accredited

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college or university. Skill in working with many numerical transactions and the ability to recognize errors and their probable cause. Ability to prepare reports in order to exchange and provide accurate and timely information with individuals within and outside the court. **Must be fully bilingual (English - Spanish).** Skill in the use of automated systems including excel, database applications, as well as financial and accounting systems is required. Incumbent must possess strong organizational, analytical, verbal and written communication skills.

APPLICATION PROCESS

Qualified persons are invited to submit a letter of interest, along with a completed AO-78 form (Application for Judicial Branch Federal Employment). To obtain the AO-78 form go to: www.prd.uscourts.gov. The announcement number must be clearly indicated on the front page of your cover letter and application. The letter of interest, along with the AO-78 form must be submitted to the address at the left of page one by the close of business (5:00 p.m.) Thursday, September 4, 2008. E-mailed documents, Zip files and faxes will not be accepted. Only those applicants selected for interview will be contacted.

CONDITIONS OF EMPLOYMENT

- § Employment will be considered provisional pending the successful completion of a FBI Fingerprint Background Check.
- § Employees of the United States District Court are Excepted Service Appointments. Excepted service appointments are at will and can be terminated at any time by the Court.
- § This position is subject to mandatory EFT participation for payment of net pay.
- § Reimbursement of relocation expenses is not permitted under Judicial Conference Policy in effect at this time.
- § **An Equal Opportunity Employer**